

# Comparisons of Job Characteristics

**Focus Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

**Associated Occupation:** Title Examiners, Abstractors, and Searchers (23-2093)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

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<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 84

**Focus Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

**Associated Occupation:** Title Examiners, Abstractors, and Searchers (23-2093)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	17.6	21.6	>>	Current knowledge level is likely more than sufficient
Customer and Personal Service	11.3	15.4	11.5	<<	Extensive education and/or training may be required
Law and Government	5.9	13.6	3.9	<<	Extensive education and/or training may be required
Geography	3.9	9.9	3.3	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 93

**Focus Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

**Associated Occupation:** Title Examiners, Abstractors, and Searchers (23-2093)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Speaking	10.8	11.9	12.6	0	Current skill level may be sufficient
Active Listening	11.0	11.8	13.6	>	Skill level is likely sufficient
Critical Thinking	10.8	11.8	9.5	<	A higher skill level may be required
Writing	9.2	11.0	11.5	0	Current skill level may be sufficient
Time Management	8.9	10.8	10.6	0	Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 95

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Title Examiners, Abstractors, and Searchers (23-2093)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Expression	12.4	14.4	13.5	0	Current ability level may be sufficient
Written Comprehension	11.0	14.2	13.4	0	Current ability level may be sufficient
Written Expression	9.8	12.9	12.2	0	Current ability level may be sufficient
Oral Comprehension	12.5	12.8	13.9	0	Current ability level may be sufficient
Near Vision	11.1	11.8	13.1	>	Current ability level is likely sufficient
Speech Clarity	10.2	10.7	11.5	0	Current ability level may be sufficient
Speech Recognition	9.9	10.7	12.8	>	Current ability level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 82

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Title Examiners, Abstractors, and Searchers (23-2093)

Work Activities	Exclusivity of Activity
File or retrieve paper documents and related materials	95
Maintain records, reports, or files	5
Prepare reports	8
Use computers to enter, access or retrieve data	3
Use word processing or desktop publishing software	17
Write business correspondence	58

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: n/a

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Title Examiners, Abstractors, and Searchers (23-2093)

Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.